

**15 AUGUST 2005**



**Operations**

**AUGMENTATION PROGRAM**

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The Vandenberg AFB Augmentation Program is put in place to assist commanders in validating, approving and documenting the need for additional personnel resources to support installation-level requirements. It can also aid commanders in identifying, training, and tracking personnel to meet short-term augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios. This instruction implements policy guidance in AFPAM 10-243, *Augmentation Duty*, dated 1 August 2002, and establishes specific procedures for the management of the Vandenberg Air Force Base Augmentation Program. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and AFRIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>

**1. Responsibilities.**

**1.1. 30th Space Wing Vice Commander (30 SW/CV).**

1.1.1. Serves as the Vandenberg Augmentation Program OPR.

1.1.2. Chairs the Augmentation Review Board (ARB).

1.1.3. Maintains authority over all Augmentation Duty call-ups for base-wide exercises, contingencies, emergencies, and wartime conditions. This authority may be delegated to a representative appointed in writing, during the vice commander's absence.

**1.2. 30th Space Wing Command Chief (30 SW/CCC).**

1.2.1. Serves as the Vandenberg AFB Augmentation Program Manager, on behalf of the 30 SW/CV, administering and coordinating all aspects of the Augmentation Program.

1.2.2. Chairs the Augmentation Working Group.

1.2.3. Acts as a liaison between the Augmentation Review Board, Augmentation Working Group, group monitors and team chiefs.

1.2.4. Maintains appointment letters for group monitors.

1.2.5. Appoints a SNCO 1) to assist in scheduling and producing augmentation working group and Augmentation Review Board agendas and minutes, 2) to ensure all unresolved items from the working group and previous review board are brought before the next ARB for resolution and 3) to serve as the ARB recorder.

1.2.6. Ensures all augmentation requests and exemptions are current, validated by 30 MSS/MOF and approved by the ARB. (See [Attachment 2](#))

1.2.7. Ensures appointed augmentees are in the grade of AB - TSgt.

1.2.8. Appoints, in writing a representative, approved by 30 SW/CV, to act on his/her behalf in case of absence (TDY, leave, etc.).

1.3. **Group Commanders.** For the purpose of this instruction references to groups include: 30th Space Wing Staff (as one entity), 381st Training Group, 595th Space Group, 614th Space Operations Group and each of the 30th Space Wing groups.

1.3.1. Appoint SNCO as group monitor, in writing, to represent the group.

1.4. **Group Monitors (GMs).**

1.4.1. Serve as members of the Augmentation Working Group (AWG).

1.4.2. Responsible for the overall administration of their group's participation in the Augmentation Program, to include enforcing this instruction within their groups.

1.4.3. Coordinate with appointed unit monitors to manage augmentee taskings, as applicable.

1.4.4. Ensure their group's fair share number of augmentees are appointed ( See [Attachment 4](#)), trained and available at all times.

1.4.5. Ensure group substitutions are made to replace primary augmentees who will be PCSing, separating or who have otherwise been determined unavailable for augmentee duty. This should be accomplished 60 days prior to unavailability. Incumbents should not be released until replacements are trained.

1.4.6. Determine the number of alternates per group.

1.4.7. Maintain appointment letters for squadron monitors

1.5. **Squadron Commanders.**

1.5.1. Appoint, in writing, a squadron monitor to manage each squadron's appointed augmentees on a day-to-day basis as required by each GM, as applicable.

1.5.2. Based on fair-share allocation, appoint augmentees in writing who will be able to fulfill the full length of the appointment as set out in paragraph [2.5.3.](#), to the fullest extent possible.

1.5.3. Each augmentee should receive an appointment letter (see [Attachment 1](#)) signed by the squadron commander that includes an attachment from the team chief outlining the team requirements and augmentee responsibilities. The signed appointment letter should be forwarded to the team chief for inclusion in the augmentee's training record.

1.5.4. Ensure substitutions are made to replace primary augmentees who will be PCSing, separating or who have otherwise been determined unavailable for augmentee duty. This should be

accomplished 60 days prior to unavailability. Incumbents should not be released until replacements are trained.

**1.6. Squadron Monitors** (or Group Monitor, if Squadron Monitor not appointed).

1.6.1. Manage each squadron's appointed augmentees on a day-to-day basis as required by the GM.

1.6.2. Ensure GM is notified of absences of 15 days or more.

1.6.3. Notify GM when an augmentee completes all mandatory training requirements and is ready for call-up.

1.6.4. Ensure substitutions are made to replace primary augmentees who will be PCSing, separating or who have otherwise been determined unavailable for augmentee duty. This should be accomplished 60 days prior to unavailability. Incumbents should not be released until replacements are trained.

1.6.5. Ensure augmentees receive appropriate personal protective equipment related to specific augmentation duties.

**1.7. 30 MSS/MOF** serves as a non-voting member of the ARB and AWG to assist 30 SW/CV and 30 SW/CCC in reviewing and validating all requests for augmentation allocations.

**1.8. 30 MSS/DPM** serves as a non-voting member of the ARB and AWG to assist 30 SW/CV and 30 SW/CCC in reviewing and validating all requests for augmentation allocations.

**1.9. Team Chiefs.**

1.9.1. Serve as members of the AWG.

1.9.2. Through their respective squadron and group commanders, will submit their augmentation requirements with justification to 30 SW/CCC for review by 30 MSS/MOF and AWG pending decision by the ARB. See [Attachment 2](#) for information on submitting an augmentation requirement.

1.9.3. Maintain a current augmentee team roster identifying squadron taskings.

1.9.4. Maintain a training folder on each assigned augmentee to track training and participation in the Augmentation Program.

1.9.4.1. At a minimum, the training folder will contain 1) a signed appointment letter from each squadron commander of augmentee, 2) a training certificate, such as the AF Form 1256, to indicate that the augmentee completed all mandatory training requirements and is ready for selection to augmentation duty (provide a copy of certificate to augmentee and unit monitor) and 3) any documentation certifying the member on a task.

1.9.4.2. When an augmentee is removed from the program, the team chief will send the training folder to the augmentee's squadron, via the group monitor.

1.9.5. Provide a list of augmentee training no-shows to respective squadron monitors and squadron commanders NLT 24 hours after augmentees are declared no-shows for training.

1.9.6. Schedule, conduct and document augmentee training. All augmentee training will be coordinated through the augmentee's squadron/unit monitor. All training costs will be covered by unit requiring the augmentees.

1.9.7. Provide monthly training reports to 30 SW/CCC and the respective GM, identifying all assigned augmentees and the status of training NLT the 5th day of the month for the previous month's training.

1.9.8. Ultimately responsible for the training of augmentees and ensuring squadrons are submitting their fair share of augmentees.

#### 1.10. **Augmentees.**

1.10.1. Coordinate with their squadron monitor or group monitor (if there is no squadron monitor) for all leaves, TDYs or other situations rendering them unavailable to perform augmentee duties.

1.10.2. Attend required augmentee training and complete training requirements as outlined in appointment letter. Immediately notify group monitor and unit commander of all training issues.

## 2. **The Augmentation Process.**

### 2.1. **Requesting Augmentation.**

2.1.1. Squadron commanders must exhaust all owned resources prior to requesting initial augmentation approval. Upon determining these positions cannot be filled from within their squadron, squadron commanders will submit an Augmentation Requirement Request to 30 SW/CCC via an electronic staff summary sheet (eSSS). 30 SW/CCC consolidates all Augmentation Requirement Requests for review within the AWG/ARB. See [Attachment 2](#) for Augmentation Requirement Request.

2.1.2. The action officer on the eSSS will be the team chief of the requested augmentation team. The eSSS will be signed by the owning squadron commander. Every eSSS will be routed through the following personnel for coordination: Group Monitor, Group Commander, and 30 SW/CCC. Approval of all Augmentation Requirement Requests will be determined by the ARB with final signature by the 30 SW/CV.

2.1.3. 30 SW/CCC will implement the AWG/ARB process.

2.1.4. All requests for augmentation must be submitted semi-annually, by 1 April and 1 October.

2.1.5. Out of cycle requests for augmentation/exemption will be handled under extreme circumstances only.

### 2.2. **The Augmentation Working Group.**

2.2.1. Comprised of representatives from 30 MSS/MOF, 30 MSS/DPM, GMs and team chiefs, and chaired by the 30 SW/CCC.

2.2.2. Convenes annually or as needed to validate requirements and consider exemptions. See paragraph [2.6](#) for definition.

2.2.3. Prepares a recommendation for final determination by the Augmentation Review Board.

2.2.4. Group Monitors (or their designated representatives), and the 30 SW staff agency monitor, will serve as voting members on the augmentation working group. Voting members, or their representatives, must be present at every meeting.

### 2.3. **The Augmentation Review Board.**

2.3.1. Comprised of all Vandenberg group commanders, who serve as voting members. 30 SW/CV serves as chair and will carry a vote in the event of a tie. Advisors (non-voting members) include: 30 SW/CCC, 30 MSS/MOF, 30 MSS/DPM and team chiefs.

2.3.2. Meets at least annually or as needed to review requirements, approve any new requirements and/or exemptions, allocate/reallocate taskings to fill augmentation requirements as deemed necessary, and resolve any issues requiring attention.

2.3.3. Combine Augmentation Review meeting with the Installation Readiness Board (IRB) when possible.

#### **2.4. Allocation Report.**

2.4.1. The Augmentation Working Group at the direction of the Augmentation Review Board, publishes an Allocation Report outlining approved augmentation teams, approved augmentation team member responsibilities, team chiefs and group taskings (for action by GMs) based on the fair share allocation See [Attachment 4](#) for formula.

2.4.2. All approved augmentation requests contained in the Allocation Report are valid for 1 year and will be revalidated annually by the Augmentation Review Board. Under extreme hardship, review requests can be submitted, in writing to 30 SW/CCC.

#### **2.5. After Augmentation Approval.**

2.5.1. Upon approval for augmentation, the augmented squadron commander will appoint, in writing, a team chief who will comply with the requirements outlined in paragraph [1.9](#).

2.5.2. GMs will review group tasking based on fair share allocation and contact unit commanders via unit monitors to ensure augmentees are appointed to meet team requirements.

2.5.3. Appointed augmentees should be available to perform augmentation duty for 1-year increments, as required. Augmentees can serve consecutive appointments, however, consecutive appointees are expected to complete the entire period of the primary and any subsequent appointments.

2.5.4. All augmentee substitutes and replacements will be trained before releasing the incumbent.

#### **2.6. Exemptions.**

2.6.1. Defined as those individuals within each squadron, in the grade of AB - TSgt, who are limited or prohibited from performing additional duty functions (possible examples are: Command Post, Security Forces, Explosive Ordnance, etc.) and as such, cannot perform augmentee duty.

2.6.2. Squadron commanders will submit a Request for Exemption(s) to the Augmentation Program to 30 SW/CCC via an electronic staff summary sheet (eSSS). 30 SW/CCC consolidates all Request for Exemption(s) to the Augmentation Program for review within the AWG/ARB. See [Attachment 2](#) for Augmentation Requirement Request.

2.6.3. The action officer on the eSSS will be the squadron monitor. The eSSS will be signed by the owning squadron commander. Every eSSS will be routed through the following personnel for coordination: Group Monitor, Group Commander, and 30 SW/CCC. Approval of all Augmentation Requirement Requests will be determined by the ARB with final signature by the 30 SW/CV.

2.7. **The Fair Share Allocation Formula** identified in **Attachment 4** of this instruction will be used to determine the number of augmentees each group will supply. GMs are responsible for determining how to divide requirements among their squadrons.

**2.8. Recalls and Call-ups**

2.8.1. The following recall/contingency conditions indicate the proper call-up procedures for units requiring augmentation support

2.8.2. Team chiefs or higher will flow augmentation call-up requests through their chain of command to the 30 SW/CV (Note: In some instances recalls/call-ups may be downward directed).

2.8.3. If approved, 30 SW/CV notifies 30 SW/CCC to contact GMs. GMs will notify their team chiefs who are affected by the tasking. Each team chief is responsible for recalling their augmentees to support the event.

2.8.4. Recalling augmentees for training purposes must be scheduled through the Group Monitor. Team chiefs will document all training recalls.

ANDREW P. ONDREI, Colonel, USAF  
Deputy Commander, 30th Mission Support Group

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPAM10-243, *Augmentation Duty*

***Abbreviations and Acronyms***

**ARB**—Augmentation Review Board

**AWG**—Augmentation Working Group

**eSSS**—Electronic Staff Summary Sheet

**GM**—Group Monitor

**IRB**—Installation Readiness Board

**MO**—Manpower Office

**MSS**—Mission Support Squadron

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**PCS**—Permanent Change of Station

**TDY**—Temporary Duty

**DDYYMM**—Day Day Year Year Month Month (309812)

**Attachment 2****AUGMENTEE APPOINTMENT LETTER**

MEMORANDUM FOR (Individual being appointed)

FROM: SQ/CC

SUBJECT: Augmentation Duty Appointment Letter

1. You have been selected as a/an (one of Vandenberg's augmentation teams) augmentee. You will be assigned as an augmentee to this team for a 1-year period. It is your responsibility to notify (squadron monitor), of any situation that may preclude you from performing your duties (i.e. all leaves, TDY or periods of profile/physical injury).
2. To perform as an Augmentee on this team, you must satisfy the minimum criteria outlined in the attached info sheet. I have verified that you are eligible for augmentation duty based on the attached info sheet effective (DD MM YYYY).

Squadron CC's Signature Block

cc:

Team Chief

Group Monitor

Squadron Monitor

Team Chief

Unit/CSS

**Attachment 3**

**AUGMENTATION REQUIREMENT REQUEST**

**NOTE:** Electronic version of this letter is acceptable and preferred.

MEMORANDUM FOR Augmentation Review Board

FROM: SQ/CC

SUBJECT: Augmentation Requirement Request

**Request for new augmentation team:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Request changes to existing augmentation team:** YES \_\_\_\_\_ NO \_\_\_\_\_

**Justification for team or team composition change:** \_\_\_\_\_

**Number of positions/grades requested:** \_\_\_\_\_

**Definable criteria:** For Example: Will use augmentees when FPCON, goes to \_\_\_\_\_ level, % of needed AFSC are deployed etc.

**Training Requirements:** Who, how long, how often, where, equipment etc.?

**If approved, Team leader will be:**

Approved/Disapproved by Augmentation Review Board

30 SW/CV Signature Block

**Attachment 4**

**REQUEST FOR EXEMPTION(S) TO THE AUGMENTATION PROGRAM**

*NOTE:* Electronic version of this letter is acceptable and preferred.

MEMORANDUM FOR Augmentation Review Board

FROM: SQ/CC

SUBJECT: Augmentation Program Exemption(s) Request

1. PROPOSED EXEMPTIONS: (Identify duties and number of people/positions that should be considered as "unavailable" when applying percentage of unit taskings for Augmentee Duty.)
2. FUNCTION. (List any functions/units for which your squadron/staff agency proposes to be exempt from the Augmentation Program (i.e. Battle Staff, Firefighters, DCC, etc.))
3. GRADE. (List the grade(s) of the personnel currently participating in the function.)
4. PERSONNEL. (Identify the number of personnel for each grade.)
5. JUSTIFICATION. (State the reason your organization proposes to exempt the function.)

FUNCTION: \_\_\_\_\_ GRADE(S): \_\_\_\_\_ PERSONNEL: \_\_\_\_\_  
 JUSTIFICATION:

FUNCTION: \_\_\_\_\_ GRADE(S): \_\_\_\_\_ PERSONNEL: \_\_\_\_\_  
 JUSTIFICATION:

Approved/Disapproved by Augmentation Review Board

30 SW/CV Signature Block

**Attachment 5**

**FAIR SHARE ALLOCATION FORMULA**

**STEP ONE:** Calculate Total Available, Targeted Population

- 30 MSS/DPM and 30 MSS/MOF identify the number of positions within the range of AB-TSgt base wide and establish the total number of positions available for augmentation.
- 30 MSS/DPM and 30 MSS/MOF determine number available for augmentation for each group.

**STEP TWO:** Determine Fair Share (Percentage by group)

$(\text{Group \# Available for Augmentation}) / (\text{Base \# Available for Augmentation}) = \text{Group Fair Share \%}$

**STEP THREE:** Apply Formula

- 30 SW/CV identifies number of Augmentees required for duty.

$(\text{\# Augmentees Required}) \times (\text{Group Fair Share \%}) = \text{Group Fair Share Augmentees}$